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CAREER SERVICE COMMITTEE

16th MEETING

DOC	7	REV DATE	23 JUN 1981	BY	029725
ORIG COMP	-	OPI	32	TYPE	01
ORIG CLASS	5	PAGES	18	REV CLASS	C
JULY	22	NEXT REV	2011	AUTH	RE 100

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28 January 1952

AGENDA

FOR

CAREER SERVICE COMMITTEE

16th Meeting, Monday, 28 January 1952, 1:00 P.M.

Room 115 North Building

1. Consideration of Minutes of 15th Meeting on 21 January 1952. (attached)
2. Consideration of "Health Insurance Benefits" dated 25 January 1952 to Career Service Committee from Working Group on Career Benefits. (attached)
3. Consideration of "Final report of Working Group on Employee Rating" dated 25 January 1952 to Career Service Committee from Working Group on Employee Rating. (attached)

4 2 Versions of Statement of Personnel Policy

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1 February 1952

MINUTES OF 16th CAREER SERVICE COMMITTEE MEETING

28 January 1952 - 4:00 P.M.

Present: F. Trubee Davison - AD/Personnel
Matthew Baird - Director of Training
Kingman Douglass - AD/OCI
[REDACTED] SAB/OSO
- Executive Secretary

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1. The minutes of the 15th Meeting on 21 January 1952 were approved as distributed.
2. The Committee welcomed Mr. Kingman Douglass, Assistant Director, Office of Current Intelligence who replaces the retiring member, Mr. Sherman Kent, Assistant Director, Office of National Estimates.
3. The Committee considered the memorandum on Health Insurance Benefits, dated 25 January 1952, from the Chairman of the Working Group on Career Benefits. This memorandum consists, in brief, of the following points:
 - a. To induce CIA employees to enroll in the "Development Program", there should be tangible benefits available to them in return.
 - b. CIA employees are better than average insurable risks.
 - c. Careful consideration should be given to the question of a subsidized health insurance program.
 - d. The Working Group on Career Benefits and the Directors of the Government Employees Health Association should collaborate in the development of a better health insurance program.

The Committee approved the memorandum in principle and directed that the Working Group on Career Benefits and the Directors of the GEHA should be informed of the Committee's concurrence.

4. The Committee accepted the final report of the Working Group on Employee Rating and approved the proposed Personnel Evaluation Report with the following changes:
 - a. Item 7. Delete text and insert "List your major duties in approximate order of importance, with a brief description of each. Omit minor duties."
 - b. Item 9. Delete "type of duty", "unit and location" and A, B and C.

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- c. Item 10. Delete whole paragraph.
- d. Item 13. Change text to read "...concentrate effort for self improvement".
- e. Item 18. Change "through 10" to read "8 and 9".
- f. Since paragraph 10 was deleted, renumber all paragraphs from that point on. The final paragraph will thus be No. 20.

5. The Committee considered two new versions of the Statement of Personnel Policy and adopted the shorter one beginning "The course of world events....". The Executive Secretary was directed to see that substitutions in the Progress Report which had been forwarded to the Office of the DCI were made in Tab B (the new Statement of Personnel Policy) and Tab D (the final, revised second photostat of the Personnel Evaluation Report).

6. The Executive Secretary said that three additional Working Groups, Rotation, Extension Training and Selection Criteria were, at present, making their final reports and that the new Working Group on Personnel Development Program would be activated on Wednesday, 30 January 1952.

7. It was agreed that the next meeting would be held on Monday, 4 February 1952, in Room 115, North Building at 4:00 P.M.

8. The Meeting adjourned at 4:50 P.M.

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